

FIRE PREVENTION PRACTICE #1.2

April 5, 1996

TO: All Fire Prevention Personnel

FROM: Steve Zaccard, Fire Marshal

SUBJECT: REQUESTS FOR KEYBOX LOCK-UPS

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR".

Fire Companies are responsible for locking the appropriate keys in the keyboxes. When the keybox has been installed, and the keys clearly labeled, and someone is available at the building to meet the Fire Department, the owner or representative should contact the Communications Center at 224-7371. A fire company will be dispatched immediately to lock the key(s) in the keybox.

If any of the locks that the keys unlock are changed, the owner or representative must call the Communications Center at 224-7371 to request that a fire company be dispatched to open the keybox so the keys can be exchanged. This must be done within five days of changing the locks.

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cc: Gary Trudeau
Cindy Menten

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